

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FISCAL SERVICES SPECIALIST III

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Accounting Manager

POSITION SUPERVISES: Accounting Technicians I, II, III

MINIMUM QUALIFICATIONS: Four years of governmental accounting experience equivalent to Accounting Tech III. A Bachelor's degree with a major in accounting from an accredited college or university may substitute for one year of the required experience.

MAJOR DUTIES AND RESPONSIBILITIES: Responsible for a significant segment of the agency fiscal management section in which the accounts payable system is maintained. Responsible for directing the maintenance of all cash transactions including Revolving Fund and Student Activity Funds and Student Personal Funds. Duties include directing the preparation and verification all accounts payable transactions on an on-going basis; analyzing and interpreting financial documents and reports; exercising discretion and independent judgment within the agency's established work system; applying and exercising accounting principles and practices within government accounting. Maintains ledger accounts for all transactions on an on-going basis. Supervises subordinate clerical and technical personnel in various locations across the state. Schedules work and establishes priorities for subordinate-level staff; resolves technical problems and questions presented by subordinates; and, reviews and verifies work of subordinates.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, concepts, practices, methods and techniques of government accounting and fiscal management. Knowledge of the methods and techniques of data processing as it relates to accounting practices. Skill in work management and work leadership. Skill in the analysis and interpretation of financial data. Skill and ability in working and automated accounting systems.

PAY PLAN: <u>Classified /Contract</u>	GRADE: <u>12</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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